

Georgia Department of Education  
**Job Announcement**

<b>Posting Date: October 15,2021 Announcement:</b>		<b>Apply by: Until Filled</b>
<b>Position Title:</b> Housekeeper (Full time) Position: 00055223	<b>Location:</b> Georgia Academy for the Blind 2895 Vineville Avenue Macon, GA 31204	<b>Program/Unit:</b> Georgia Academy for the Blind/Office of State Schools
<b>Description of Duties:</b> Under close supervision, cleans assigned areas and maintains an orderly and sanitary facility. Moves furniture, equipment, and supplies in and around assigned areas; and performs a variety of light housekeeping and other miscellaneous duties. Cleans and maintains room/building surfaces, appliances, fixtures and furniture in all designated areas and restocks supplies in public/common areas. Maintains supplies and equipment according to established guidelines.		
<b>Minimum Qualifications:</b> Any combination of training and experience that would have enabled the applicant to acquire the necessary knowledge, skills, and abilities.		
<b>Preferred Qualifications:</b> Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess the following: <ul style="list-style-type: none"><li>• High school diploma or equivalent</li><li>• Experience with restoration and maintaining tile and carpet floors.</li></ul>		
<b>Salary/Benefits:</b> Pay grade 5 – Annual salary range \$11,771.88 (minimum) to \$18,162.98 (maximum) commensurate with education level and employment experience. This is a Full Time 10 month position paid on a 12 month basis. Salary is based on the number of days worked. Benefit options include life, disability, dental and health insurance; annual/sick leave; and Employees' Retirement.		
Submit an Georgia Academy for the Blind Application, State of Georgia Application, or resume* to:  <p style="text-align: center;"><b>Georgia Academy for the Blind Personnel Office Pamela Maddox 2895 Vineville Avenue Macon, Georgia 31204 Telephone: 478-751-6083 Fax: 478-751-6659 Email: <a href="mailto:pamela.maddox@doe.k12.ga.us">pamela.maddox@doe.k12.ga.us</a> Internet: <a href="http://www.gadoe.org">www.gadoe.org</a></b></p>		
Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews.		
In accordance with Public Law 99-603, also known as the Immigration Reform and Control Act of 1986, the Department of Education employs only U.S. citizens and lawfully authorized alien workers. All persons hired by the Georgia Academy for the Blind are required to verify identity and employment eligibility and will undergo a criminal background investigation.		
*An employment application may be obtained from the Personnel Office of the Georgia Academy for the Blind. Resume/application should include daytime telephone number and prior employment history with addresses and telephone numbers. If a resume is submitted, it must be accompanied by a cover letter.		
<b>An Equal Opportunity Employer</b>		